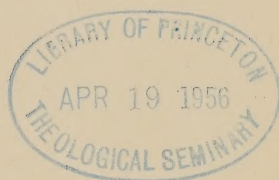


*How to Build  
A  
Church Library*

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THEOLOGICAL SEMINARY

# *How to Build a Church Library*

by *Christine Buder*

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Librarian, Christian Board of Publication



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## *Introduction*

A century ago the term "church library" signified to most people some vague, faraway collection of dusty volumes and manuscripts into which theologians or scholars occasionally delved—a collection with no concrete relationship to everyday life. Early in the nineteenth century the "Sunday school library" came into existence and flourished for more than half a century as an agency for the free circulation of books of a religious nature. But as the demand for other kinds of literature grew, the Sunday school library yielded its place in American cultural life to a more inclusive institution—the public library.

For many years no special effort was made by churches to encourage members to read anything except the Bible and Sunday school lesson materials. Teachers in churches followed the "single-textbook" plan of instruction. With such a method of teaching, there was little need for a library in the church.

In more recent years the deficiencies of this type of teaching have troubled both secular and religious educators, and church leaders have awakened to the realization that a variety of materials expressing different views and interpretations must be used in character development.

Since it is economically impossible for every person in a church to purchase all of the books and other resources which he needs for spiritual enrichment, they must be made available for his use in some way. The public library is able to provide some books, but it encompasses so many fields of knowledge that it cannot concentrate on any one of them. And it is certainly desirable to have resources available at the place where they are needed most.



The church is the one institution of our society which is primarily concerned with the development of Christian personality. Therefore, a collection of materials that will help individuals to live as Christians should be a vital part of every church's trust.

Just as books are windows to the soul, enlarging one's vision, so the church library is the doorway to enriched Christian living and teaching.<sup>1</sup>

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<sup>1</sup>Idalene M. Raab, "A Library for Workers," *Bethany Church School Guide*, August, 1943, p. 322.



# Chapter I

## *How to Begin*

### I. FIRST STEPS

Let us suppose that the idea for a library has germinated in the mind of someone in your church—a church school teacher or superintendent, the leader of a women's organization, the minister, or some lay member who sees the need for materials that will aid in promoting Christian life and action. Probably that person will talk to others in the church about his idea, and soon there will be an enthusiastic group who will support a plan for a church library. To realize its fullest value, however, the library must become an all-church project with the full support of all organizations and groups.

The interest and cooperation of the minister should be sought first of all. If your church has a director of religious education, he should be consulted about the project. With the help of these two, the first concrete step toward a church library can be taken—a meeting of leaders of various organizations and departments and interested individuals with the minister and representatives of the official board, to discuss the possibilities of developing a library.

Out of such a meeting should come a recommendation to be presented to the official board of the church. This recommendation should include an outline of suggestions that were developed in the meeting, together with a request that a library committee be appointed to proceed with plans for the project.

Some churches may want to have the library committee function as a committee of the board of education. Other churches may prefer to have a subcommittee of the education department supervise the library. Whatever the plan, some action should be taken by the official board so that the library may be established as a recognized project of the whole church.

## II. THE LIBRARY COMMITTEE

### A. Membership

The size of the library committee will depend somewhat on the size of the church and the variety of its activities. All main divisions of the church program as well as the church board should be represented. A committee of at least three persons is desirable, with the librarian serving as an additional ex-officio member. In larger churches there probably will be need for additional members so that all interests are represented, but care should be taken not to sacrifice the efficiency of the committee by making it too large.

### B. Meetings

Regular library committee meetings are necessary. While the library is being organized, the committee will need to meet often, probably twice a month. After the library has been set up and is in operation, monthly meetings should suffice. In a small church it may not be necessary to meet oftener than quarterly. No meeting of the committee should be adjourned without provision having been made for the date and time of the next meeting.

### C. Activities

Although the success of a church library is largely dependent upon a competent librarian, she must have the enthusiastic help and capable support of a good library committee if the library is to function effectively in serving the whole church.

The functions of the library committee are:

1. Appointment of the librarian and the number of assistants necessary. (In most churches a librarian and two assistants can work efficiently.)
2. Arranging to secure the finances needed to equip and operate the library; and overseeing expenditures of funds.
3. Making arrangements to obtain the best available location in the church for the library.
4. Creation and publicizing of library policies.
5. Consideration of the librarian's report at each meeting of the committee.

6. Approval or rejection of recommendations for books to be added to the library. This includes new books being purchased and older books offered as donations to the library.

7. Encouraging reading among groups and individuals. Each member of the committee should act as a liaison between the library and the group he represents, bringing suggestions from his group to the library committee, and keeping the group informed about library activities.

### III. THE LIBRARIAN

The prime ingredient of a church library is the librarian. While many other factors may contribute to its efficient operation, no library can succeed without an enthusiastic and capable administrator.

#### A. Desirable Traits

A few churches may be fortunate enough to have persons with library training and experience willing to serve in this position. But most churches must rely upon finding some member of the congregation who will have some of the following qualifications:

1. Christian character and consecration.
2. A genuine love for books and reading, and a desire to increase people's appreciation of the value of the printed word.
3. Interested participation in the total church program.
4. A cooperative spirit in working with people, especially with group leaders.
5. An aptitude for detail, neatness, and accuracy.
6. Initiative and leadership ability.
7. Typing experience, unless clerical help is available.
8. An artistic knack for planning posters and arranging displays.
9. A cheerful readiness to give freely of time and energy in developing an important service for the church.
10. Patience and persistence combined with strong determination to make the library succeed.

The job of church librarian is certainly not one to be undertaken as a side line by some person who already holds an important position in the work of the church. Nor should one who is serving in

adequately in another position be appointed librarian merely to relieve a difficult situation. Many people are of the mistaken opinion that all the church librarian needs to do is to charge out books to borrowers and to replace them on the shelves when they are returned. Few people realize how much work is involved in securing books and in preparing them so that they may be quickly located for loan at the moment someone needs them.

## **B. Activities**

Some of the important functions of the librarian and her assistants are:

1. The selection of books and other materials.
2. Ordering books and materials after they have been approved for purchase by the library committee.
3. Accessioning books.
4. Classifying books.
5. Preparing catalog cards for each book and filing them in the card catalog.
6. Preparing books for circulation.
7. Maintaining financial records and records of circulation statistics.
8. Making regular reports to the library committee at its meetings.
9. Circulating books and other materials during specified hours.
10. Discharging returned books and returning them to proper places on the shelves.
11. Sending out overdue notices for books not returned.
12. Maintaining a neat and attractive room.
13. Preparing posters and materials for bulletin boards (to be changed frequently).
14. Arranging displays and exhibits for special occasions or group meetings.
15. Compiling book lists on special subjects for various organizations or study groups.
16. Speaking to church groups to promote the use of the library.
17. Writing news items concerning the library for church bulletins and newsletters.



### **C. Library Assistants**

Even though a fine, capable person is available as church librarian, she cannot carry on all of the activities listed above single-handedly. The number of assistants to be appointed by the library committee will depend upon the size of the church, the time the librarian is able to give to her task, and the extent to which the library is used by various church groups.

Often some young person will show a special interest in the library. Encouraged and guided wisely by the librarian, that individual can be quite valuable in carrying on many library functions and may eventually work into the position of librarian.

### **D. Training Opportunities for Librarians and Assistants**

There are several ways in which church librarians may learn more about their art. Basic techniques of librarianship are the same, whether carried on in a large public or college library, or in a small school or special library. It is such basic techniques that will cause the church librarian the most trouble until she masters them. Some methods suggested:

1. Library handbooks and manuals and periodical articles dealing with library techniques are valuable sources of information. A list of general professional literature to aid the church librarian will be found at the end of this chapter.

2. Most librarians in school and public libraries are delighted to talk with visitors and to explain how they have worked out some of their problems. It is advisable for the visiting church librarian to make an appointment so that the librarian can arrange to spend some time with her.

3. Visits to church libraries in the vicinity or in other communities may prove helpful. Church librarians are usually happy to exchange ideas on common problems.

4. A course on "The Church Library" is sometimes offered by denominational or interdenominational leadership training schools.

5. If a church librarian lives near a college or university, she should investigate the library courses offered. Some may be given as a part of the adult education program.

6. A few state universities now offer extension courses or correspondence courses in some phases of library work.

7. Some type of leadership education course in the local church may prove valuable in training workers for the church library. A group may meet during the church school hour or some evening during the week to study the techniques of operating a library in the church. Perhaps a church librarian who has achieved success in her work may be secured to teach the course. Or a public or school librarian who also has a working knowledge of church life would make a good leader for such a group. This is an excellent opportunity to bring together representatives from various church organizations and departments to acquaint them with the library and its ways of serving their groups.

### E. Literature for the Librarian

Many good books have been written treating library techniques and administration. A few general aids that the church librarian may find particularly helpful are listed here. For literature on special aspects of library work, consult the suggestions included in each chapter of this manual; or refer to *Library Literature*, an annotated index published by the H. W. Wilson Co., which is available in most public libraries.

1. Cundiff, Ruby E.—*Manual of techniques in library organization*. Chicago, Wilcox & Follett, 1948. 57p. illus. \$1.00. (Follett contributions to library education, no. 1.)

2. *Your church library, a manual for church librarians*. Chicago, Division of Christian Education, National Council of the Churches of Christ. \$.25.

3. Hutchins, Margaret, Johnson, A. S., and Williams, M. S.—*Guide to the use of libraries*; a manual for college and university students. 5th ed., rev. New York, H. W. Wilson Co., 1936. \$1.25.

Although this is intended primarily for users of a library, it clearly describes many aspects of library procedures that may prove helpful to the church librarian as she studies methods of organizing her library.

4. *Library Journal* (periodical), 62 W. 45th St., New York 36, N. Y.

A semimonthly journal devoted to library work, this is always full of many helpful suggestions on working out library processes and is also a good source of information on current books.

5. *Wilson Library Bulletin* (periodical). H. W. Wilson Co., 950-972 University Ave., New York 52, N. Y.

Published monthly (except during the summer), this is especially helpful in working with the children's section of the library. Many of the articles deal with school libraries and small public libraries, from which the church librarian may glean many ideas.

## Chapter II

### *How to Proceed*

#### I. FINANCING THE CHURCH LIBRARY

Some money is needed to operate a successful library, but some church leaders are amazed to learn that an excellent small library may be built through the wise and careful investment of a very small sum.

If the finance committee of the church is convinced that the library answers a very real need, it may agree to incorporate a library fund into its budget. However, the library must keep pace with growing needs and new methods and it is often necessary to find ways to supplement the budget allowance to assure its continual growth. Some methods that have been used to raise money for the library are suggested here. The library committee can determine which ways are most practical to use in your church.

Many churches already have allocated money to purchase books and materials for the use of teachers in the church school. A small part of this may be set aside each month to develop a sound library for teacher training, or for general books in the field of Christian education.

When church organizations and groups are convinced of the value of a church library for their particular needs, they, too, will be willing to provide funds to build up various sections. For example, the women's organization may want to contribute for books about missions. Possibly this group has allotted a portion of its budget for the purchase of materials for missionary education. By participating in an all-church library, the women make it possible for others in the church to learn more about Christianity throughout the world.

In every church there are some individuals who are especially interested in the library and who will contribute regularly to its support. They may select, if they wish, a book or books from a mimeo-



graphed list prepared by the librarian, and leave the purchase price with the librarian. The librarian might organize a reading circle or club to which anyone in the church may belong. The club buys a book a month for review by some member after which it is donated to the library.

Often relatives or friends like to contribute to a memorial fund in memory of loved ones living as well as deceased. The church is an ideal place for this tribute. Special bookplates can be pasted in the books to enhance their value as memorials.

Library Sunday, observed once a year with a special church service at which an offering is taken to purchase new books, produces good results. A book shower may be held annually, with members donating books from a recommended list.

These few suggestions may bring to mind others that will be suitable to your situation.

Do not let your library become a depository for cast-offs. Make it a policy to accept only money for the purchase of books or only those books which are on an approved list compiled by the librarian.

## II. HOUSING THE CHURCH LIBRARY

Space is at a premium in most churches but usually some satisfactory location is available for a library. In planning a new building or in a remodeling project, space for a library can be included but we are considering here the less-than-ideal library. The committee should choose from those available the spot best suited to the purpose, keeping in mind certain requisites.

The library should be in a room by itself if it is at all possible. If it must share its room, it should not be in the church office or any place that is used during the week, nor should it be used as a classroom.

It should be in a place accessible to most people. One way to improve the library is see that it is used by the greatest possible number of people, and accessibility will make for continued use. To give best service it should be on the ground floor, where it is always in the public eye.

Lighting, heating, and ventilation should be of the best. It is just as essential that the library be a comfortable place in which to read,

study, or work as it is to maintain proper heating, ventilation, and light in classrooms and in the sanctuary.

It should be attractive. This can be accomplished by keeping the library clean and by adding color.

It should have necessary shelving and adequate space for the librarian's desk and supplies.

### III. EQUIPPING THE CHURCH LIBRARY

How much equipment and what kind you get will depend upon how much space is available, and how much money the church is able to invest. Many fine small church libraries have been built without spending a cent for equipment because interested laymen have contributed time and materials to build attractive furniture and equipment. Other churches have invested wisely in standard library furniture, purchasing additional units as the library grew. Some churches have combined purchased equipment with home-made furniture attractively. The important thing is to have the furniture and equipment necessary to carry on the functions of the church library. The more attractive and convenient it is to use, the more valuable the library will be.

Listed below are some basic items of furniture and equipment. These may be purchased from library or office equipment companies or may be built by members of the church. It is wise to build according to standard specifications so that units may be added and combined as the library grows.

#### A. Shelving

In starting a church library, it is wise to plan for plenty of shelving as the book collection will grow most rapidly during the first year or two of the library's development. Open shelves are preferable to closed cases. They invite readers to browse, and thus increase the circulation of the books. Books on open shelves are prey to dust, but it is much more important to stimulate reading than to worry about a little dust.

Shelves should be from 8 to 10 inches in depth. Each section should not be longer than 3 feet, made of 1-inch or  $\frac{3}{4}$ -inch lumber. Longer shelves or those made of lighter lumber are apt to sag with the weight of the books. Shelves should be movable so that spaces

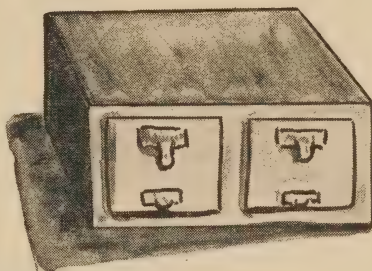
between shelves are adjustable to hold books of different heights. If it is not possible to purchase or to build shelving with movable shelves, at least 11 inches should be allowed between shelves to take care of tall books as well as small ones. Each foot of shelf space will accommodate 8 to 10 average books or about 30 books to a three-foot section.

### **B. Librarian's Desk**

The librarian's desk should have good drawer space to hold daters, stamp pad, pencils, and other supplies needed for circulating books.

### **C. Card Catalog Cabinet**

Since the card catalog is the index to the books in the library and should be used by all readers, a sturdy case should be purchased. Many libraries start their catalogs in inexpensive cardboard boxes, but usually find it necessary to replace them with cabinets of somewhat sturdier construction. A well-built wood or metal card catalog case with at least two drawers is recommended.



*A two-drawer catalog card cabinet.*

### **D. Supply Cabinet**

A cabinet or closet should be provided to hold catalog cards, daters, ink, book-mending tools and materials, poster materials, etc. If a cabinet cannot be provided, space is at a premium, perhaps a drawer or two of the librarian's desk may be used for supplies temporarily.

### **E. Reading Tables and Chairs**

As the use of the library increases, more people will come to the library to work and to study. Comfortable chairs and tables to write on will become a necessity.

### **F. Magazine Rack**

Every church should subscribe to some periodicals—mission magazines, denominational news magazines, journals of religious educa-

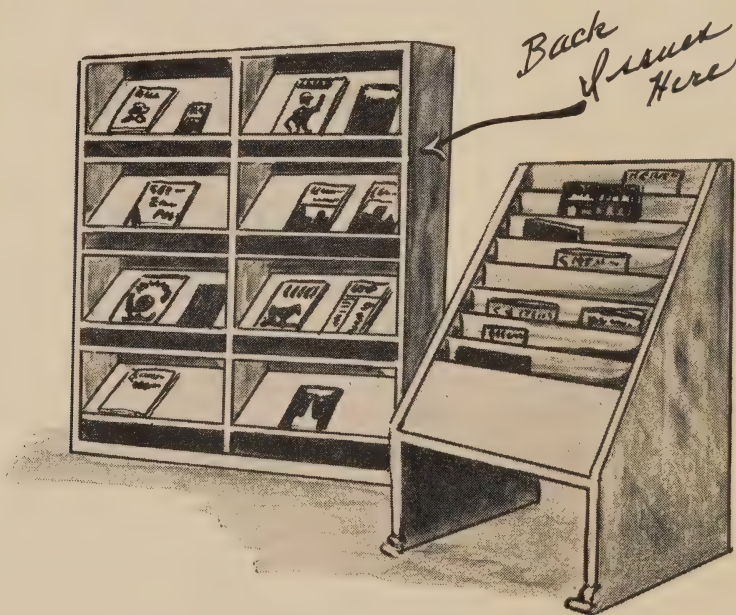
tion, etc. If these are to be widely used, they should be displayed to good advantage. A good rack may be purchased or built, with slanting shelves to display current issues and shallow, flat shelves to hold several back issues. A small library may want to use a unit combining display space for magazines with regular shelves for books.

### G. Filing Cabinets

A wise investment is at least one regular steel or wood filing cabinet. Pamphlets, leaflets, and clippings are easily stored in folders in an "Information File." Pictures, book lists on various subjects, book jackets to be used in displays, and various promotional ideas should be filed. One drawer of such a file may also be used to store slides, filmstrips, and films.

### H. Book Supports

Enough supports should be secured to place one at the end of each row of books, plus a few to be used in displays. Many different



*Two types of magazine display and storage racks.*



types of these may be purchased, or some member of the church may make them. One library found that bricks covered with heavy paper made excellent book supports.

### **I. Bulletin Board**

Even the smallest library should have a bulletin board to display posters and book jackets, and to post information about new books, materials, and activities of the library.

The catalogs of library equipment and supply houses show many items which are not essential, but which add to the attractiveness and efficiency of the library. The church librarian should be acquainted with these items, and should not hesitate to suggest that additional furniture and equipment be added as it is needed.

### **IV. WHERE TO BUY LIBRARY FURNITURE AND EQUIPMENT**

1. Library Bureau of Remington Rand, Inc., 315 Fourth Avenue, New York 10, N. Y.
2. Gaylord Bros., Inc., 155 Gifford Street, Syracuse, N. Y.; 29 N. Aurora Street, Stockton, Calif.

These two firms specialize in library equipment and carry a wide variety of furniture designed for libraries of different sizes. Both companies will send catalogs on request. Remington Rand has representatives in a number of large cities throughout the United States. Although regular library furniture is rather expensive, it is designed and built according to standard specifications and is well worth the initial investment for churches that can afford it. There is the added advantage of being able to purchase furniture in units or sections with the assurance that additional units may be secured as they are needed.

Some manufacturers of metal office furniture have desks and shelving that may be suitable for your church library. Two of these companies are:

1. Art Metal Construction Co., Jamestown, N. Y.
2. Globe-Wernicke, Cincinnati 12, Ohio.

Both have representatives in many cities.

## Chapter III

# *How to Select and Order Books*

One of the most important problems in building a church library is that of determining what books should be included. Some churches have developed libraries to provide supplementary material for the church school curriculum. Some have sought to build book collections to provide general reading materials. Some churches have libraries that are primarily for leadership training. Some have excellent collections of worship materials. But a library must do *all* of these things and more if it is to serve the whole church.

An all-church library has three main functions:

1. To provide the resource materials needed in all phases of the church program.
2. To provide auxiliary materials to guide church leaders and teachers in their work.
3. To provide general reading materials to help all members of the church to live as Christians.

All of the resources of the church library need not be religious books, but they should in some way contribute to furthering Christian understanding and useful living.

### I. CRITERIA FOR SELECTION

Certain basic criteria for evaluating books have been followed by librarians for a number of years. These standards are effective in choosing new books to be purchased for a library and serve as a guide in accepting books offered as donations. It is suggested that the librarian also keep them in mind when examining the book col-

lection to "weed out" useless and undesirable books. These criteria include:

1. For whom is the book written? To whom will it appeal? Is it readable and suitable for the group for whom it is intended?
2. Is it in keeping with Christian ideals and teachings?
3. Is the subject matter unbiased, or does the author intentionally express an interpretation of his own?
4. Is factual material accurate, reliable, authoritative and up-to-date?
5. Is the style of the book—vocabulary, sentence structure, form, diction—appropriate and effective?
6. Is the format—the physical make-up—of the book satisfactory?
7. Are the illustrations in keeping with the text? Are they of any artistic value?
8. Is the author qualified to write in the field the book covers?
9. Is the publisher reliable, with an established reputation for issuing books in this field?
10. Has the book been included in any book lists? Has it been reviewed in contemporary periodicals?

These same standards may be applied by the librarian in choosing pamphlets, periodicals, and all kinds of audio-visual materials for inclusion in the library.

## II. RECOMMENDATIONS FROM CHURCH GROUPS AND INDIVIDUALS

Even though the librarian is well acquainted with the criteria for judging and selecting books and other materials, *no one person* can efficiently build a library that must serve the needs of many groups and individuals: Suggestions must come from the people who use the library.

A good plan to follow in starting and building a strong church library is to have each organization and department of church life submit a suggested list of books needed by its members and also a list of books that might be helpful or of interest to all groups. The librarian can then correlate these lists into a single list. Many librarians prefer to keep a card file of suggestions, with a single card for each book showing author, title, publisher, price, and any information that might prove helpful in deciding whether or not the book should be purchased.

A good librarian will spend some time in finding reviews or annotations of these books to guide her in judging them in terms of the criteria given above. She may be able to examine some of the books first-hand at a bookstore in the community or at a public library. She should examine the books on display at local, regional, and national church conventions, conferences, and institutes. Many of the books will have to be chosen on the basis of book reviews and inclusion in book lists.

A list of sources of information about books to be considered for a church library is given at the end of this chapter. Most of these sources may be consulted at a public library. Some of the periodicals should be on the subscription list of the library. As the librarian finds reviews or annotations of books suggested for purchase, she can add descriptive notes to the cards in her file.

### III. FINAL SELECTION AND ORDERING

At each meeting of the library committee, the librarian should present a suggested list of books and other materials to be added to the library. She should, of course, include her own suggestions, based on requests received and on her observance of gaps in the total book collection. These suggestions should then be reviewed by the committee and approved or rejected. From the final list of books and materials recommended for purchase by the committee, the librarian can proceed to order those selected.

The church librarian will want to utilize every cent of her budget and should buy from dealers that allow the largest library discounts. These include most denominational publishing houses and some local bookstores. It may be most economical to purchase some books from one source, and others from another.

Many churches have established methods of ordering all equipment and supplies. Librarians in these churches should find out what that procedure is and should follow it, working in harmony with the church officers and staff. The librarian should always keep accurate records of all book orders and should be careful in ordering books to state clearly and accurately all the necessary information—author, title, publisher, date, and price.

### IV. WHERE TO FIND INFORMATION ABOUT BOOKS

There are many sources from which information about books may be obtained. Almost every public library will have some of the



books, lists, catalogs, and periodicals listed below. The church librarian should supplement this list with any book lists, periodicals, or descriptive reviews available from publishing houses or agencies in her community.

### A. Bibliographies and Catalogs

1. Haines, Helen E.—*Living with books; the art of book selection*. 2d ed. New York, Columbia Univ. Press, 1950. (Columbia University studies in library service, no. 2) \$5.00.

This work on the art of book selection is especially valuable for its discussion of criteria for evaluating books in various subject areas. It lists and describes many "classic books" in different fields of knowledge.

2. *Book Review Digest*. New York, H. W. Wilson Co., issued monthly with annual cumulations. Every five years a cumulative subject and title index is included.

Quotations from reviews, pro and con, digested from 80 periodicals. Books are listed under author's name, but there is a subject and title index. This valuable tool also includes Dewey Decimal Classification numbers, Library of Congress catalog card numbers, and subject headings. About 4,000 books are included in each annual cumulation.

3. *Standard Catalog for Public Libraries*, 1949; 1950-53 supplement to 1949 edition. New York, H. W. Wilson Co.

This annotated list of over 12,000 books, with more than 2,000 in the supplement, is arranged by Dewey Decimal Classification numbers, with author, title, and subject index. Most of the annotations are excellent.

4. Winchell, Constance M.—*Guide to reference books*; based on the *Guide to reference books*, 6th ed. by Isadore Gilbert Mudge. 7th ed. Chicago, American Library Assn., 1951. \$10.00.

Before purchasing any book that might be considered a reference work, the librarian should consult this guide for a description and evaluation. This has been a standard library tool for many years. It includes not only general reference works, but dictionaries, encyclopedias, directories, handbooks, etc., in many special fields, including religion.

## B. Periodicals

Book reviews, annotations, and listings in the following periodicals should prove valuable in choosing books for the church library:

1. *Booklist*, American Library Assn., Chicago, Ill. 10 issues a year.
2. *Library Journal*, 62 W. 45th St., New York 36, N. Y. Semi-monthly.
3. *Wilson Library Bulletin*, H. W. Wilson Co., 950-972 University Ave., New York 52, N. Y. Monthly (except during summer).
4. *International Journal of Religious Education*, Division of Christian Education, National Council of Churches of Christ, 79 E. Adams, Chicago 3, Ill. Monthly (July-August combined issue).
5. *The Christian Century*, 407 S. Dearborn St., Chicago 5, Ill. Weekly.

Space prevents listing all of the denominational periodicals that include book reviews. Many of these are excellent sources of information. Many metropolitan newspapers have weekly book review sections that may be helpful to the librarian.

Almost every communion publishes general and specialized book lists at least annually. Many denominations issue packets and lists in connection with Christian Literature Week. All of these are valuable and should be utilized by the librarian.

## C. Children's Book Lists

Two book lists of special help in building the children's section of the library are:

1. *Books for Children, for Leaders*. Children's Work Associated Section, National Council of the Churches of Christ.

This is an annual listing of books in various subject areas, giving title, author, publisher, date, price, and a brief annotation of each book.

2. *Library Journal's Recommended Children's Books*. New York, R. R. Bowker Co.

An annual publication bringing together appraisals of children's books as given in the *Library Journal*. It is arranged by subject and grade, with author and title index.

## D. Publishers' Sources

The following tools are valuable to verify authors, titles, publishers, or prices, but should *not* be consulted for reviews or critical evaluations. They are available in most public libraries:

1. *Cumulative Book Index*. New York, H. W. Wilson Co.

This is probably the most complete listing of books published in the United States and Great Britain. Published monthly to keep up-to-date, but with frequent cumulations so that it is easy to use. Author, title, subject, and some analytical entries are included.

2. *Publishers' Trade List Annual*. New York, R. R. Bowker Co.

An annual compilation of publishers' catalogs. To accompany this, *Books in Print*, an author-title-series index, is now published as a companion volume.

3. *Publishers' Weekly*. New York, R. R. Bowker Co.

This is a weekly news magazine for publishers. Many public libraries subscribe to it, and church librarians may want to consult it occasionally, especially to check recent publications.

## Chapter IV

# *How to Prepare Books for Circulation*

Until she has worked out some satisfactory procedure, the librarian will find that the most difficult part of her work is in handling the many details necessary to prepare books so that they will be accessible for use when needed. This chapter suggests a plan of procedure. The librarian may want to adapt this plan to fit her own methods of work. The order of the steps involved is not of great importance—but it is essential that *all* of the details be taken care of before the book is put on the shelves.

### I. ACCESSIONING

The accession book is a listing of all of the books in the library in the order of their receipt with sources from which they were obtained. Various types of accession books are available, but all of them have spaces for essentially the same information. Below is a sample page from a library's accession record:

Each volume received in the library is entered on a separate line of the accession record, and the number of that line becomes the book's "accession number," which is written in ink in a designated place in the book—usually on the first right-hand page following the title page.

When a book is lost or withdrawn from the library, a red line should be drawn through the entire line of the accession record, and a brief explanation with date written in; e.g., "lost, 6/1/56" or "withdrawn, 6/1/56." If a lost book is replaced with another copy, a new accession number should be assigned to the second copy.

The accession record is really the history of a library's book collection, and should be kept carefully, accurately, and neatly.



DATE	ACCESSION NUMBER	AUTHOR	TITLE	PUBLISHER	YEAR	COST	REMARKS
5 RG 1955	26	HORDERN, W.M.	A LAYMAN'S GUIDE TO PROTESTANT THEOLOGY	MACMILLAN	1955	2 90	C.B.P.
	27	WYCKOFF, D.C.	THE TASK OF CHRISTIAN EDUCATION	WESTMINSTER	1955	GIFT	KEYSTONE CLASS
	28	PIKE, J.R.	DOING THE TRUTH	DOUBLEDAY	1955	2 96	C.B.P.
	29	GODDARD, C.L.	YESUS GOES TO SCHOOL	ABINGDON	1954	GIFT	MR. & MRS. BLEN
12 RG 1955	30	BURKE, VERDIA	THE WORKERS' CONFERENCE	BETHANY PRESS	1955	GIFT	TRAINING CLASS
	31	FINEGAN, J.	INDIA TODAY	"	1955	3 50	C.B.P.

Sample page from a library's accession record.

## II. CLASSIFICATION

In a very small library, it is fairly easy to locate any volume whether the books are arranged in a particular order or not. However, the larger a library becomes, the greater is the need for some sort of arrangement so that a book may be located quickly. There are many ways in which a collection of books can be arranged—by color, by size, or by author—but librarians have found that the most satisfactory method is that of grouping books on the same subject together. This arrangement of books is accomplished through book classification.

Various classification schemes have been used in libraries, but the most widely used system, and the one familiar to most people, is the Dewey Decimal Classification. This scheme divides all knowledge into ten basic subject areas or classes, numbered from 000 to 900:

000 General works	500 Natural science
100 Philosophy	600 Applied science (Useful arts)
200 Religion	700 Arts and recreation
300 Social sciences	800 Literature
400 Languages	900 History

Every librarian should know these ten main classes, and should be familiar with some of their more important divisions. Each of these classes is divided into more specific sections; e.g., 270—Christian church history. These are subdivided to take care of smaller subject areas, and may be even further subdivided through the use of the decimal point. Large libraries use many of these subdivisions, but most small libraries prefer to keep within the broader classifications.

The librarian may, of course, adapt a classification system to meet her own special requirements, but an adaptation may become unwieldy unless it is kept within the principles of expansion used in the classification scheme.

One of the first purchases for a church library should be:

*Abridged Decimal Classification and Relative Index* by Melvil Dewey, Edition 7, 1953. \$6.00.

This may be ordered directly from Forest Press, Inc., Lake Placid Club, New York; or it may be purchased from the H. W. Wilson

Co., 960 University Avenue, New York 52, N. Y.; or through Gaylord Bros., Inc.

The librarian should study this carefully, especially the Foreword and Introduction which explain the use of the classification tables and the "relative index," an alphabetical subject index to the tables themselves.

One advantage of using the Dewey Decimal Classification is that several of the book selection aids listed in the previous chapter include Dewey numbers with their descriptions of books.

Before a classification number can be assigned to a book, it is necessary to determine what the book is about. There are various methods of determining the subject of a book, and sometimes it is necessary to use a combination of these methods:

1. *Title*—Often the title does indicate what a book is about, but sometimes titles are misleading. For example, "The Seed and the Soil" seems to indicate a book about agriculture, but an examination of its contents shows that it is concerned with the universal mission of Christianity.

2. *Table of contents*—This is usually the best guide to the subject matter of a book.

3. *Chapter headings*—If there is no table of contents, chapter headings may indicate what the book is about.

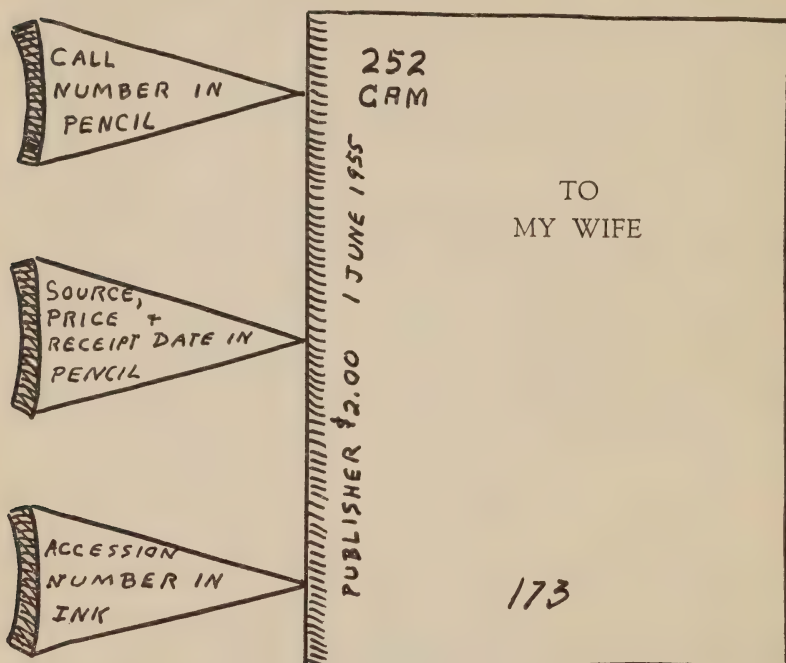
4. *Preface*—It is always wise to scan the preface where the author states the purpose of the book and indicates his point of view.

5. *The text*—If the subject cannot be determined in any other way, the text of the book must be scanned, and occasionally it is necessary to read parts of a book rather thoroughly.

When the subject of the book has been determined, the index to the Decimal Classification will show what number in the classification table should be assigned to the book. Some books are relatively simple to classify; e.g., a life of Christ. Other books might fit into the classification scheme in any one of several places. The librarian must decide in which place the book will be of most value in her library. No two persons will classify all books in the same way. The most important requirement is to be consistent within the framework of the chosen scheme of classification.

Many libraries keep a separate section for children's books. This may easily be done by classifying a book in the usual way, but plac-

ing a "C" before the classification to indicate that the book is intended for children. All books with a "C" before their call numbers are then shelved together, preferably on low shelves where they are within the reach of children.



*Page from a book showing the librarian's notations.*

Another adaptation that many libraries have found convenient is to indicate all fiction merely by the letter "F" instead of using a number from the Decimal Classification. The fiction section is then arranged by author through the use of the first two or three letters of the author's name under the "F."

In most libraries several books will have the same classification number. For this reason, it is wise to devise some way of identifying each particular book with that classification number. Large libraries use a table of "book numbers," each representing an author's name. Since most church libraries will be small, it will probably not be necessary to invest in such a table. Instead, many libraries have found that the use of the first two or three letters of



the author's name under the classification number serves to identify a particular book. This grouping of classification number and letters is the "call number" of the book, and is used on the book itself and on all cards which may be used to locate and identify the book. The call number of *Forward Through the Ages* (a book on church history) by Basil Mathews is <sup>270</sup>Mat.

When the call number of a book has been determined, it should be penciled in the book, either inside the front cover, or on the first right-hand page following the title page. Some librarians prefer to use this page for all of their notations: source, cost, and date of accessioning; call number (in pencil); and the accession number written in ink about one inch from the bottom of the page.

### III. THE CARD CATALOG

Just as the index of a book serves to increase its usefulness; so the card catalog adds to the value of a library, for the card catalog is the index to the library. From it a user can learn:

1. What books by a given author are in the library.
2. If the library contains a certain title.
3. What books are in the library on a specific subject.

No book should ever be put on the shelves unless cards are filed in the catalog to guide the reader to it. As new books are added to the library, new cards are added to the catalog; and if a book is lost, worn out, or discarded, the cards for that book should be removed from the catalog. The card catalog is not merely a librarian's tool, but a guide for all readers. Therefore, it should be placed where it is most convenient for the readers' use.

One of the most distressing problems of a beginning librarian is the making of catalog cards. The basic techniques are not difficult, and if the church librarian will master these, she need not worry about maintaining a clear and accurate catalog. The fundamentals of cataloging are presented in this chapter. If the librarian wishes to study further, she should invest in:

Akers, Susan G.—*Simple library cataloging*; 4th ed., Chicago, American Library Assn., 1954. 250p. \$5.00. (This edition includes a chapter on cataloging audio-visual materials, which is particularly helpful.)

Standard catalog cards are 3" x 5" in size, with a hole punched at center bottom through which a rod is inserted to hold the cards in place in the catalog drawer. Blank cards may be used; or cards with red or blue guide lines to indicate indentions may be purchased from library supply houses. "First indention" is eight typewriter spaces from the left edge of the card; "second indention" is 12 spaces from the left edge of the card. The "first line" of the catalog card is two typewriter line spaces from the top edge of the card.

There are four main types of catalog cards: (A) author card (main entry); (B) title card; (C) subject card; and (D) analytic card.

### A. Author Card

The author card serves as the basis for making all other cards and is, therefore, often referred to as the "main entry." Most of the information for the author card, as well as for the other cards, is taken from the title page of the book. Information is given on the author card as follows:

1. Call number in upper left-hand corner of the card, one space from the left edge, first and second lines.

2. Author's name, beginning at first indention, first line. Surname is given first, followed by given names. If possible, the full name and dates of birth and death should be given. If it is not possible to ascertain these, 8 typewriter spaces should be left after each initial, with no periods after initials. If author's name extends beyond the first line, the second line should start at the second indention.

3. Full title of the book as it appears on the title page begins at second indention of the line below the author's name. If title extends beyond the end of the line, the next line should start at first indention. Capitalize only the first word of the title and proper names. For long titles, follow the punctuation used on the title page. Place a period at the end of the title.

4. The imprint starts four typewriter spaces after the period at the end of the title. The imprint includes place of publication, name of publisher, and date of publication, given in that order, separated by commas. If the place of publication is a well-known city, the state need not be given. Phrases such as "& Co." or "Inc." may

241 Pike Pike, James Albert, 1913-  
Doing the truth; a summary of  
Christian ethics. Garden City,  
N. Y., Doubleday, 1955.  
192p. (Christian faith series)

*Author  
Card*

241 Doing the truth. 1955.  
Pik Pike, James Albert, 1913-

*Title  
Card*

241 CHRISTIAN ETHICS  
Pik Pike, James Albert, 1913-  
Doing the truth; a summary of  
Christian ethics. Garden City,  
N. Y., Doubleday, 1955.  
192p. (Christian faith series)

*Subject  
Card*

808.83 Lamson, David  
Lan Old enough to marry. (In Lantz,  
J. E., ed. Stories to grow by, c1953,  
pp. 32-51)

*Author  
Analytic  
Card*

241 Pike, J. A.  
Pik Doing the truth; a summary of  
Christian ethics. 1955.

*Shelf List  
Card*

203

*Tracings  
(Back of  
Shelf List  
Card)*

CHRISTIAN ETHICS

Title

be omitted in giving the publisher's name. If no date appears on the title page, the copyright date (usually found on the back of the title page) should be given, preceded by a "c." If the date of publication cannot be determined, use "n.d." to indicate this.

5. The number of pages should be given on the line below the end of the imprint, starting at the second indention. The abbreviation "p." is used for "pages." The paging that is given in the book should be used, with any preliminary pages indicated by small roman numerals; e.g., xvii, 234p.

6. If the book is illustrated, this information should be given two typewriter spaces after the paging. For illustrations within the text, "illus." should be used. Other types of illustrations include plates, portraits ("ports."), charts, graphs, maps, tables, etc.

7. If the book is part of a series, the title of the series should be given in parentheses four typewriter spaces after the illustrations; or four spaces after the paging if the book has no illustrations. If this information extends beyond the end of the line, the next line should begin at the first indention.

*Joint authors.* If a book has more than one author, it is customary to catalog the book under the name of the first author listed on the title page. If not more than three authors are given, their names should be stated on the author card after the title of the book, in the order in which they appear on the title page. If more than three authors are listed, the first author's name should be followed by the phrase, "and others." If desired, additional catalog cards or "added entries" may be made for joint authors.

*Corporate author.* Sometimes the "author" of a book is an organization, association, society, institution, or corporation. If this is the case, entry should be made under the corporate name of the body responsible for the book. If a book is issued by a department, division, or committee of an organization or institution, entry should be made under the name of the organization or institution, followed by the name of the committee.

*Editor or compiler as author.* Many books, especially anthologies or collections, are edited or compiled by some person, rather than written. Such a book is entered under the name of the editor or compiler, followed by a comma and "ed." or "comp."

*Anonymous books.* Some books are published without any author, editor, compiler, or corporate body listed on the title page or else-



where in the book. If it is not possible to determine who is responsible for the preparation of a book, a space should be left blank in place of the author's name. The title then begins at second indention of the second line.

### **B. Title Card**

Most small libraries use a simplified form of title card. This includes:

1. Call number in upper left-hand corner, as on the author card.
2. Title, beginning at second indention of the first line. If the title is long, a shortened form may be used. There should be a period after the title.
3. Date of publication, four spaces after the end of the title.
4. Author's name, in the same form as used on the author card, beginning at first indention of the line below the title.

### **C. Subject Card**

The subject card includes:

1. Call number in upper left-hand corner.
2. Subject heading, in all capital letters or in red letters, beginning at second indention of the first line.
3. Exactly the same information as that on the author card, beginning on the second line of the card instead of on the first line.

The choice of a subject heading is one of the most difficult tasks of a cataloger. However, subject cards are probably the most helpful cards in the catalog, for many people who use the library come seeking not specific books, but rather a book or books on a specific subject.

As has been indicated in a previous section, book classification is an arrangement of books by subject so that the classification scheme itself is a guide to subject areas. However, most library users are not sufficiently well acquainted with the Dewey Decimal Classification to know which number represents a specific subject. Moreover, only one classification number can be assigned to a book though the book may treat several allied subjects. Through the use of subject cards, these additional topics may be brought out in the card catalog.

The librarian's problem in making subject cards is not so much in determining what the subject of the book is, but in expressing the subject in terms that are usable and understandable to the people using the catalog. In deciding what subject heading to use, these points should be kept in mind:

1. Use the word or phrase that most specifically and clearly describes the contents.
2. Use the term that is familiar to most people using the card catalog.
3. If possible, use the subject heading most often used in other library catalogs.
4. Use a heading that will indicate the book's relation to allied subjects, if possible.

No librarian can successfully select subject headings without the use of some prepared list of subject headings. In a very small library, the librarian may want to make her own list. Most librarians, however, prefer to profit by the experience of other catalogers, and invest in a printed subject heading list. Any changes or variations used in the library may be written in for future reference. One of the best lists for small and medium-sized libraries is:

Frick, Bertha M., ed.—*Sears list of subject headings; with practical suggestions for the beginner in subject heading work*. 7th ed. New York, H. W. Wilson Co., 1954. \$4.00.

When a librarian has decided to use one subject heading in preference to another, she may still feel that some library users will look for books under the subject heading she has rejected. Therefore, she may want to make a card for the catalog, referring the user to the subject under which the book is entered. The *Sears list* is a good guide to use for making these cross references. The church librarian should study the list carefully and take advantage of the "practical suggestions for the beginner."

#### D. Analytic Cards

Analytic cards are used to bring out important chapters or parts of a book that might otherwise be overlooked. They derive their name from the fact that, in truth, they "analyze" a book for the card catalog.

The small library has more need of analytic cards than the large library, for they help to make use of all subjects covered in a collec-

tion of a few books. The large library is likely to have a whole book on some subject that may be treated in one chapter of a book in a small library.

There are really three types of analytic cards: author, title, and subject.

The author analytic card contains the following information:

1. Call number of the whole book, in the upper left-hand corner.
2. Author of the part or chapter, beginning at first indention on the first line.

3. Title of the part or chapter, beginning at second indention of the line below the author's name. If this extends beyond the end of the line, begin the next line at first indention.

4. Four spaces after the end of the title, the following information is given in parentheses: The word "In" followed by the author of the whole book, last name first, followed by initials; title of the whole book (may be shortened); date of publication; and pages on which this chapter or section appears.

The title analytic card is made in a similar fashion, except that the title is given first, beginning at second indention of the first line; and the author's name appears on the second line, starting at first indention. The information given in parentheses begins on the third line at second indention.

The subject analytic card is exactly like the author analytic card, except that the subject heading is given on the first line, starting at second indention. The author's name then begins on the second line of the card.

### E. Filing in the Catalog

In order to maintain a good usable card catalog, some filing rules should be observed:

1. File all entries alphabetically *by word*; e.g.,

RELIGION

Religion and life.

RELIGION AND SCIENCE

Religion and the concept of democracy.

Religion's place in general education.

RELIGIOUS DRAMA

2. In filing, disregard an article at the beginning of a title, but use it in the rest of the title.

3. Arrange abbreviations as if spelled in full.

4. Arrange titles with numerals as if the figures were spelled out.

5. When the same word is used for person, place, subject and title, arrange entries in that order; e.g.,

Church, Mary  
CHURCH, N. DAK.  
THE CHURCH

The church of our fathers.

6. Arrange subheads of any subject alphabetically under the subject.

An instruction card, showing how entries are arranged in the card catalog and indicating how to use the catalog, should be placed in the front of the card catalog or in a convenient place near by.

#### IV. THE SHELF LIST

The shelf list is a card file of the books in the library, arranged in the same order as the books are arranged on the shelves—by call number. It is not primarily for the use of the general reader, but is a librarian's tool, quite useful in taking inventory of the books and in determining quickly how many and what books there are in the library in a division of the classification. Through the use of "tracings" on the back of the shelf list card, the librarian indicates what cards have been made for the card catalog for each book in the library. If a book is lost or withdrawn, she can quickly locate and remove the cards from the catalog, and can cross out the entry for the book in the accession record. The following information is given on the shelf list card:

1. Call number in upper left-hand corner.

2. Author's name, beginning at first indention of the first line of the card.

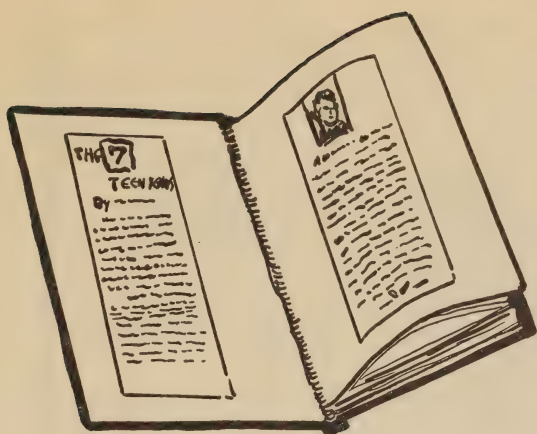
3. Title, beginning at second indention of the second line.

4. Date of publication, four spaces after end of title.

5. Accession number, several line spaces below title and date, starting at first indention.

6. Tracings on the back of the card. These are notes of all entries other than the author entry which have been made for the card cata-





*Parts of the dust jacket pasted inside front cover of book.*

log. Indicate subject cards by using the subject headings in all capital letters or in red letters. "Title" indicates that a title card has been made. Any analytic cards should also be indicated.

## V. HANDLING THE BOOK ITSELF

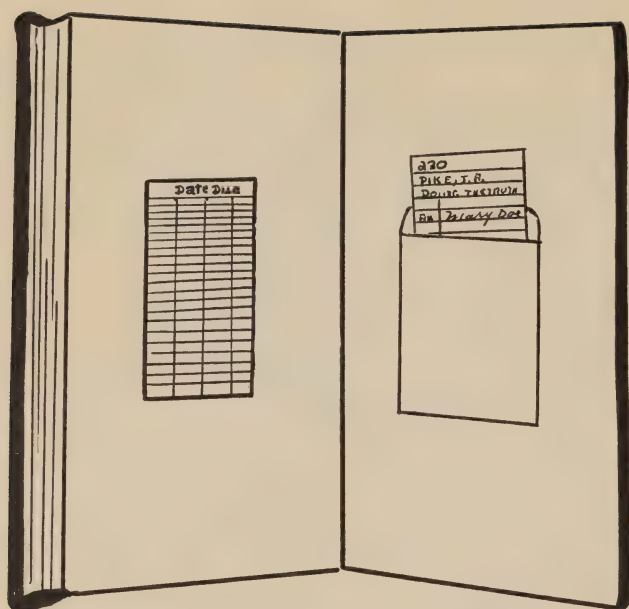
The following steps should be taken in preparing all books, old or new, to be placed on the shelves for circulation. If there are a number of books to prepare, the librarian will probably find it easier to perform one operation for all of them at once, rather than to take each individual book through all of the steps separately. No book should ever be circulated until it has been cataloged, and all of the necessary labeling and pasting has been done.

A. Enter the book in the accession record.

B. Write the accession number in the book in ink.

C. Remove the dust jacket. Attractive jackets may be kept for a time for use in displays. After a jacket has been used for exhibit purposes, the description of the book and information about the author should be cut from the jacket and pasted in the front of the book for the information of the reader.

D. Time spent to open new books properly will pay off in lengthening their life. With the spine of the book on a table or other flat surface, hold the book upright. Gently, but firmly, press down each



*Date-due slip and pocket containing book card  
pasted in back of book.*

cover where it joins the body of the book. Then go through the book, pressing down a few pages at a time, first in front, then in back, until the center of the book has been reached. Check to see that all pages are in the book in proper order, with no blanks or misprints. Separate pages that have not been cut apart with a letter knife or bone folder.

E. Classify each book and write the call number in the book in pencil. It is also helpful to pencil in the source, price, and date of accessioning of the book.

F. Type all the catalog cards and the shelf list card for each book.

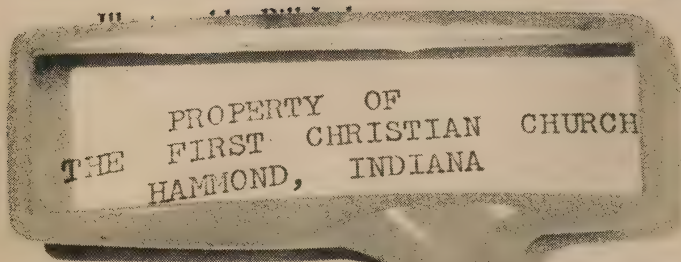
G. Prepare a book pocket and a book card for each book. The book pocket should have the call number of the book typed on it or written in ink. The book card shows the call number, author, title, and accession number of the book.

H. Paste the book pocket (in which book card is inserted) inside the back cover of the book.

I. Paste a "date-due slip" on the back flyleaf.

# The Seven Teen Years

By Alberta Z. B.



Saint Louis, 1954  
The Bethany Press

*Name of the library stamped with a rubber stamp on the title-page and two other places in the book.*

J. Using a rubber stamp, stamp the name of the library in at least three places in the book. Most librarians use this identification on the title page, inside back cover or on the book pocket, and on some secret page.

K. A bookplate naming the donor may be placed inside the front cover of the book. Many stationers can supply gummed labels or bookplates with some phrase such as "In Memory of," "In Honor of," or "Presented by." Some churches have designed their own bookplates and keep a supply on hand.

L. The call number of the book should be labeled on the spine. Some librarians prefer to use white cloth or paper labels, on which the call number is lettered with black India ink. Others paint a strip (about one inch wide) across the spine with black India ink, and use white ink for the lettering. Whichever method is used, the call numbers should be placed at a uniform height from the lower edge of the spine so that the books will have a neat appearance on the shelves. It is easier, too, to read the call numbers when they are at the same level. In order to prevent rubbing off, the labels should be coated with a clear shellac or lacquer, or a transparent plastic coating.

M. The final step is placing the books on the shelves. Books should be arranged numerically by classification number, beginning with the 000's. Within a classification number, books are arranged alphabetically by author. Books should run from left to right in each section and from top to bottom. In starting a library, it is best not to fill each shelf, but to allow space for additional books to be added. This will save much time and effort in shifting many books in order to make room for additions.

## VI. CIRCULATING THE BOOKS

Some policies will have to be formulated by the library committee concerning the circulation of books and materials from the library. These policies should be posted and explained to all library users. However, unless the librarian finds that readers are abusing the privilege of using the church library, it is wise not to have a rigid set of rules.

It will be necessary to determine certain hours when the library will be open to charge out and return books. Many libraries have found it wise to be open for a half hour before and after the regular church



service. Also it is advisable to be open before and after regular meetings, such as women's fellowship, workers' conferences, youth group meetings, etc. Some church libraries have a representative in each group who is responsible for charging out and returning books from that group. Whatever plan a church finds most satisfactory should be maintained, with the librarian or an assistant available in the library during the hours that have been established.

When a book is taken from the library, the borrower should sign his name on the book card. The librarian or assistant then stamps the date due on the date-due slip in the book and also next to the borrower's name on the book card. The card is then filed in a charging tray—an oblong box in which 3" x 5" cards are held upright—under the date on which the book is due. If several books are due on the same date, the cards should be arranged by call numbers so that they may be quickly located when a book is returned.

All that is necessary when a book is returned is to take the proper card from the charging tray, return it to the book pocket in the back of the book, and replace the book in its proper place on the shelves.

Most church libraries have found that a two-week loan period is satisfactory for the use of most books. Books for which there is a special demand, such as new books, should not be renewable. Older books not in demand may be renewed for an additional two-week period if no one has requested that they be reserved.

If the church library is officially open only on Sundays, all books should become due on a Sunday. If a book is taken during the week, it becomes due two weeks from the Sunday following the day on which it is borrowed.

Despite many attempts to use other ways to keep books flowing in and out of the library regularly and steadily, librarians have found that the best method to ensure the return of books is that of imposing fines for overdue books. Most people who use the library regularly will return books on time, but there are always some readers who need to be prodded. Most users do not resent the payment of fines when they understand why they are used. A good plan is to charge 2¢ per day or 10¢ per week on overdue books.

Overdue notices should be sent out regularly each week. Some librarians keep a supply of mimeographed postal cards with blank spaces for the name of the book and the date on which it was due. Other librarians have found that there are usually only a few people to whom overdue notices must be sent, and that a handwritten card

is preferable. A few librarians think it is better to telephone or see a person with overdue books personally.

When library policies regarding the circulation of books and other materials are known and understood by the people who use the church library, there are few problems concerned with this phase of operating the library.

## VII. WHERE TO SECURE LIBRARY SUPPLIES

A package of the supplies needed for a beginning library of 100 books is available from the Christian Board of Publication, St. Louis, Mo. Additional supplies may also be secured as they are needed.

The following firms specialize in library supplies and will furnish catalogs on request:

Gaylord Bros., Inc., 155 Gifford Street, Syracuse, N. Y.; 29 N. Aurora Street, Stockton, Calif.

Demco Library Supplies, Madison 1, Wis.

Bro-Dart Industries, 65 E. Alpine Street, Newark 5, N. J.

## Chapter V

# *Materials Other Than Books*

Up to this point, this manual has dealt almost entirely with books. But there are many other materials which are sources of information and inspiration; and the church library of today should include these if it is to do an effective job of educating church members for Christian living.

### I. PERIODICALS

Books probably have the greatest permanent value of any printed material, but there are many items of current interest that are unobtainable in any form except in the periodical. Every communion issues periodicals of various kinds, many of them excellent sources of information that is never published elsewhere. In addition, there are several excellent nondenominational and interdenominational magazines containing articles of interest to members of any church.

Some of these should be available in the church library. What magazines and how many should make up the subscription list depend upon the size and variety of the church program. Some magazines will have no permanent value for the church library, and need not be kept for more than a year. But magazines with long articles—those that are not primarily news magazines—should probably be bound or kept in magazine file boxes. The librarian may want to make an index to some of the more valuable articles in the magazines kept in the library. Even the magazines that are being discarded should be scanned carefully by the librarian for articles that may be worth clipping and keeping in the information file.

### II. PAMPHLETS AND CLIPPINGS

Many organizations, institutions, and business firms issue pamphlets and leaflets that contain information that is not easily obtain-

able elsewhere. Most of these may be secured very cheaply; many of them are distributed free of charge.

Unless these are kept in some systematic order, the information is lost to the library user for he will have no way of knowing about them.

One of the easiest ways of keeping pamphlets and other leaflet materials is to file them by subject in folders in a standard filing cabinet. As new material is received, it may be inserted in the folders, or new folders may be made for new subjects; and occasionally the librarian can weed out materials that are out-of-date or that have outlasted their usefulness. Not only pamphlets, but clippings from newspapers and magazines may also be included in a file of this kind. To remind library users of information in pamphlets and clippings, some librarians make cards for each subject in the file with a short sentence stating that material on the subject is available in the Information File. These cards are then filed in the card catalog.

Another way of handling pamphlet material is to keep it in file boxes, each box containing material on a specific subject. These boxes may be kept on a section of shelving, and cards made for the catalog indicating that material on the subject is in one of the pamphlet file boxes.

In building up and maintaining a file of pamphlets, the librarian may find it helpful to consult the *Vertical File Service Catalog* occasionally. This is a monthly annotated subject catalog of free and inexpensive pamphlet material with prices and names and addresses of publishers. Most public libraries have issues of the *Vertical File Service Catalog*.

Helpful articles from newspapers, magazines, or church bulletins should be clipped by the librarian for inclusion in the Information File. All clippings should show their source and date for the benefit of those who may want to quote from them.

Other items that should be kept with pamphlets and clippings in the Information File include missionary newsletters, book and supply catalogs, catalogs of church-related colleges, and annual reports of church organizations. It will take consistent effort to make this a usable file of informative materials rather than a collection of junk.

### III. AUDIO-VISUAL MATERIALS

There is still a question in many churches as to how audio-visual materials should be handled. Some churches have established sepa-



rate audio-visual departments; some churches leave the matter to each organization, department, or group; but some churches are making use of the library to store and catalog audio-visual materials, as well as printed materials. In many ways this is a logical place, for the methods of classifying and cataloging books also may be applied to these new materials. The chief problems for the librarian are those of storage rather than cataloging; and every day new kinds of filing cabinets and storage drawers are being devised. Many librarians have found that regular bookshelves and filing cabinets can easily be adapted to provide storage space.

Some audio-visual materials the librarian may be called upon to care for are:

#### **A. Recordings of religious music, sermons, or conferences.**

Disc recordings may be kept in record albums, numbered for identification. They may be cataloged, just as books are cataloged, using the album and record number for a call number. The greatest use of recordings will be in the church itself, but it may be possible to allow some records to be taken from the library for home use. If this is done, some kind of record holders or bags should be purchased or made to protect them from damage in transport.

Reels holding tape recordings may be kept on special storage racks or may be filed in drawers in a filing cabinet. They may also be cataloged, in the same manner as disc recordings.

#### **B. Films**

These are often rented or borrowed by church groups, but some churches are acquiring a small collection of films which they feel they can use from time to time. Probably no church will ever have a large film collection.

#### **C. Filmstrips**

Many churches are finding that filmstrips are very valuable teaching tools, especially those which have accompanying recordings. Filmstrips take up very little space, and many of them may be stored in one drawer of a filing cabinet. Like recordings, they may be cataloged, with numbers to identify them and serve as "call numbers."

## D. Slides

There are two types of slides now available: the older standard glass slide ( $3\frac{1}{4}'' \times 4''$ ) and the newer  $2'' \times 2''$  slide, a double framed 35mm. color transparency. Most libraries now are using the  $2'' \times 2''$  slides, as they are inexpensive and easy to keep. They are obtainable in sets, usually with accompanying script. Inexpensive fiber boxes may be procured to hold these slides; or larger metal cases, holding a number of slides, may be obtained.

## E. Other materials

The librarian may be called upon to care for maps, flat pictures, worship equipment, and missionary objects and curios or Biblical models.

Books are being written concerning the care and filing of various audio-visual materials. Only a few suggestions have been included here to aid librarians who may find themselves responsible for this phase of the church program.

Here are some books and catalogs that the librarian will want to consult if she works with audio-visual materials:

1. *Audio-visual resource guide for use in religious education*, 3d ed. Published for the Dept. of Audio-Visual and Radio Education, Division of Christian Education, National Council of the Churches of Christ in the U.S.A., c1954. \$5.50.

*Supplement I*, 1955. \$1.75.

These two are further supplemented by the *Evaluation Bulletin*, regular monthly publication of the Visual Education Fellowship. Besides listing many audio-visual materials with descriptions and excellent evaluations, these include excellent bibliographies of audio-visual education, and sources for obtaining materials.

2. *Educational Screen*; the audio-visual magazine, published monthly except July and August. Address 64 East Lake Street, Chicago 1, Ill.

This contains many articles discussing various phases of audio-visual education; and is an excellent guide to new materials and equipment.

## Chapter VI

# *How to Keep Records*

No business, organization, or institution can operate efficiently without keeping some records of its activities. Nor can the church library function effectively without maintaining some necessary records.

### I. CIRCULATION RECORDS

Though circulation alone does not measure the effectiveness of the church library, it does indicate its usefulness to some degree. In a small library, all that is necessary is to keep a record of the number of books circulated each week. Many librarians, however, prefer a more revealing record, and for this reason keep a record of the number of books in each of the major classes of the Decimal Classification that are withdrawn by library users. In addition, facts about the circulation of periodicals, materials from the Information File, and various audio-visual materials are an indication of the library's usefulness. Mimeographed sheets to fit a loose-leaf binder may be prepared with spaces to record the circulation of these various kinds of books and materials. All of these statistics are valuable for the librarian in making her reports to the library committee, in proving the worth of the church library for church leaders, and in promoting the use of the library among all members of the church.

### II. FINANCIAL RECORDS

In most churches the librarian does not have to spend much time in keeping financial records, as the library budget is part of the general church budget, and records of receipts and expenditures are made by the church treasurer or financial chairman. However, some churches may have an entirely separate library budget, which is the responsibility of the librarian. If this is the case, the librarian should

keep an accurate record of all receipts and expenditures. Sources of receipts, with dates and amounts should be entered in a ledger or account book; and if money is received for a specific project or to be used in a certain way, notation of this should be made. A like section of a ledger or account book should be kept, showing all expenditures with dates and amounts. At least quarterly, the librarian should summarize these accounts and report to the library committee on the total amount received and spent, with various categories of receipts and expenditures listed; e.g., Receipts from donations, budget appropriations, fines, etc.; Expenditures for books, supplies, equipment, etc.

A financial record can also be a valuable asset in publicizing the library.

### III. REPORTS TO THE LIBRARY COMMITTEE

At each meeting of the library committee, the librarian should have a report. Not all of the things listed below need to be included in every report, but all of them should be reported at least quarterly:

1. Total number of books in the library
2. Number of books and other materials added (arranged by subjects)
3. Circulation of books and other materials, as indicated in the circulation record
4. Financial report, as summarized from the financial record
5. Number of books withdrawn or reported as lost
6. Recommendations for books to be purchased for the library
7. Books offered as donations to the library, with recommendations as to whether or not they should be accepted
8. New equipment purchased or given to the library
9. Outline of needs and plans for future development



## Chapter VII

# *How to Promote the Use of the Library*

The finest library in the world is of little value unless it is used. Many librarians have built up excellent collections of books and other materials, and have cataloged them so that information may be located quickly, BUT have neglected to promote and encourage their use.

Some methods that have been used effectively in many churches are suggested in this chapter. Every librarian will discover other ways of encouraging readers to make the best use of Christian literature as she works with church groups and individuals.

### I. ADVERTISING THE CHURCH LIBRARY

The library committee as well as the librarian should use every means to bring the church library to the attention of church people—and keep it there; in other words to *advertise* the church library. Here are some suggestions:

#### A. Posters

Attractive and colorful posters placed at strategic points throughout the church and church school are the best means of focusing attention on the church library. Wherever there is a bulletin board, there should be some kind of poster; wherever a crowd may gather, a poster should be displayed.

The librarian should have a number of posters, each calling attention to some way the library can serve groups or individuals. Every two or three weeks she should see that the posters on the various church bulletin boards are changed. Perhaps she can work out some system of rotating the posters throughout various spots in the church. The wider the variety of posters, the more effective this method of advertising will be.



*Bulletin board on which posters and notices concerning the library are displayed.*

A kit of attractive posters may be purchased from the Christian Board of Publication, St. Louis, Mo. In addition to these, librarians may want to make posters for specific purposes, or to enlist the help of some of the young people in preparing colorful displays. A poster need not be the work of a skilled artist. Alphabet stencils will be of help in making neat lettering, and magazine illustrations may be used instead of original drawings. You may be pleasantly surprised to discover how much creative ability is available in your church.

### **B. News Items**

Almost every church has a mimeographed or printed newsletter or bulletin, issued regularly to keep church members informed about church activities. News about the library should be included in each issue. Some church newsletters contain a regular library news column, with a catchy headline such as "What's New in Our Library?" "The Bookworm," or "Bits from Our Books." The contents of such a column may vary from issue to issue. One column may be devoted to a review of a new book received for the library. Another may describe an interesting experience of the librarian in helping a reader to discover some valuable source materials. Still another may furnish information about some interesting magazine articles on a subject of current interest. There are innumerable ways to arouse the reader's interest in the church library. If the librarian maintains the practice of preparing informative and interesting notes for the church bulletin, folks will form the habit of looking for library news in each issue.

### **C. Mimeographed Library Bulletins**

Some church librarians have found that a mimeographed bulletin or circular devoted entirely to news about the library is a better advertising medium than a column in the general church newsletter. Its main advantage is that the reader's attention is focused wholly on the library, rather than on various aspects of the church program. It is, of course, more expensive to publish, but may pay for itself through increased revenue for the library from interested individuals or groups. All new materials may be listed with comments about them. Perhaps a list of 25 or 50 basic books recommended for reading by all church members can be prepared by the library committee. Each issue can carry an article by some person in the church telling how the library has proved valuable for him. Though regular publication—monthly, bimonthly, or quarterly—is preferable, even an occasional bulletin of this kind is a valuable means of advertising the church library.

### **D. Annual Report**

The church library is an important part of the total church program, and, as such, should be included in the annual report prepared for the whole congregation. This is an excellent way to keep church members conscious of the fact that the library is an all-church project, worthy of inclusion in the annual budget.

## **II. MAINTAINING AN ATTRACTIVE LIBRARY**

Effective advertising will bring people to the church library but they must find it neat and attractive. If a good advertising campaign sends a reader to an untidy, poorly lit, poorly equipped room, his first visit may well be his last.

It takes very little ingenuity to make even a cubbyhole into an attractive nook for browsing, reading, or study. Housing and equipment for the church library have been discussed in a previous chapter, but there are many ways to add "look appeal" to improve the appearance of the library.

### **A. The Bulletin Board**

Every church library should have a large bulletin board close to the entrance to the library. This should not be a cluttered collection of book lists and a cumulation of notices that have long out-

lasted their usefulness. It should be an orderly grouping of posters, book jackets, current book lists, news notes and clippings, which will immediately catch the eye, and encourage further reading. *Every week* some item should be added, some poster changed, an old clipping taken down, or a new book list substituted for an old one. If a reader discovers that the same items are kept on the bulletin board week after week, he will soon ignore it altogether. Make your bulletin board serve as a promotional tool, inviting people to look, to read, to use the library.

### **B. Book Displays**

The good church librarian will always have some display of books on a special subject, or for a special purpose, in the library itself. Nothing else serves quite as effectively to bring back readers week after week as a series of book exhibits demonstrating ever-expanding horizons through library resources. These do not have to be large displays, but can be suggestive exhibits, including only a few books with some pamphlets or magazines opened to show related articles. Displays can be prepared in connection with the church calendar; or some current event may evoke an idea for an exhibit; books related to a particularly inspiring sermon may be featured; or perhaps a new book received may suggest an exhibit of it with other books on the same subject.

A particularly helpful aid for librarians in preparing exhibits and maintaining attractive bulletin boards is a set of Mitten's Display Letters. These are white ceramic letters available in various sizes and styles of type, which may be used over and over in many ways in displays and exhibits. Information about these may be obtained from Mitten Display Letters, Inc., 2 West 46th Street, New York 36, N. Y.

### **C. Touches of Beauty**

Many things other than books themselves may be used to increase the attractiveness of the library. If there is free wall space, a good painting or print, or a grouping of several small pictures may be used effectively. A few plants or flowers always brighten the room. An attractive figurine may fit in a bare corner or shelf space. Much interest was aroused among users of one library by an appropriate "mobile." Do not hesitate to employ these added touches. If a person criticizes the librarian's artistic taste, he is at least expressing his interest in the library!



### III. SPECIAL MEANS OF PROMOTION

Almost every meeting or activity in the church offers some opportunity to promote the use of the church library. The librarian should take advantage of every chance offered to her to talk about the library. Other individuals in the church may be willing to present the library program to groups and organizations of which they are members. Every member of the library committee should be willing to relate library resources to programs and activities of the church. These are some methods that have been used in various churches:

#### A. Family Night Programs

Almost every church now has a regular family meeting night—an informal get-together for all church members, young and old. Many churches use these meetings to tell about different phases of the church program, and to relate them to the work of the whole church. One family night program may be devoted to the church library and its functioning in the life of the church. Perhaps several people, including one or two children, can briefly review books which were of particular interest to them; or can tell of their experiences in finding materials in the library. The congregation may be invited to visit the library after the program.

#### B. Open House

The library may be opened some Sunday afternoon or some evening during the week for people to drop in for a short visit. Refreshments may be served, and several special displays prepared. Various classes of the church school may be asked to choose materials for exhibits; or each church organization may be responsible for preparing an exhibit, using only library books and materials.

#### C. Book Reviews

Whenever possible, the librarian or someone closely connected with the library should review books for church groups. Most organizations are eager to have someone review new books that relate to the work they are doing. Librarians usually can review books in such a way as to whet the appetite of an audience, not only to read the particular book reviewed, but to explore other books on the same subject or by the same author.

#### **D. Minister's Mention of Books**

A public librarian in one city said that she could always tell when a certain minister mentioned a book in his sermon—for that book was in great demand during the next week or two. Many people do want to read the books referred to by their ministers. If the minister can notify the librarian of his church in advance that he is going to quote from a certain book or recommend it for further reading, she can be prepared to meet the demands for that book while interest is at its peak.

Not only can a minister help to promote use of books through mention in a sermon, but he can recommend certain books as he works with and counsels individuals. Many an avid reader first came to the church library because his minister told him to read a particular book.

#### **E. Christian Literature Week**

Christian Literature Week offers an excellent opportunity to encourage use of the church library. While the emphasis on reading Christian literature is at its height, the librarian should employ all of the promotional methods she can to foster that interest.

#### **F. Special Book Lists**

Librarians are constantly being asked to furnish lists of books on special subjects. Although preparation of such lists takes much time, the librarian should seek the cooperation of other church workers and prepare as many of the wanted lists as she can. If these can be mimeographed for distribution to members of a group, they are quite valuable. A good book list is accurate, with authors' names correctly spelled, titles properly worded, and publication dates included. Brief, but descriptive, annotations, plus library call numbers add to the value of any book list. In some cases, the list should include not only books that are in the church library, but those available at a public library near by, or that an individual may want to purchase. Pamphlets and magazine articles should not be overlooked in preparing book lists.

Once a list has been prepared, a copy should always be filed for future reference. The librarian will find it useful in recommending books on a specific subject, and she will be able to use it as a basis for preparing additional lists as they are requested.

## **G. A Library on Wheels**

A small book truck or cart may be purchased or made to hold special book displays. Using this, the librarian can take an exhibit directly to a class or group meeting and show the books as she discusses them. After the meeting, the books may be taken directly from the truck and charged out to members of the group.

In one sense, every activity of the library is a method of promoting its use; and the best possible advertisement for the church library is a satisfied user of its resources. The first and foremost means of promotion, therefore, is the cheerful, courteous and helpful attitude of the librarian and her assistants as they strive to serve the church by providing its members with Christian literature to enrich their daily living and to expand the horizons of their faith.

## Chapter VIII

### *Library Dedication Service*

OPENING MEDITATION (Leader)—

I am the owner of the sphere,  
Of the seven stars and the solar year,  
Of Caesar's hand, and Plato's brain,  
Of Lord Christ's heart, and Shakespeare's strain.<sup>1</sup>

HYMN—"O Word of God Incarnate." Tune: Munich.

SCRIPTURE (read by Leader)—Psalm 119:105-112; 2 Peter 1:19-21.

PRAYER (leader)—

God our Father, we thank thee for the precious treasure of great literature. We are grateful for authors, poets, and publishers who through the ages have produced books to lift us above the commonplace and stir our souls to greater and nobler living. But today, we are especially appreciative of librarians who have sought and are seeking to preserve this wealth of literature by which we are guided as we strive to live as Christians. Bless this library, this sacred trust of Christian literature for our church. Grant that its riches may speak to us and create within us an ever-growing understanding, appreciation, love, and practice of thy principles and precepts as witnessed in the life of Jesus Christ, thy Son. Amen.

DEDICATION MESSAGE (Minister)

ACT OF DEDICATION—

*Leader:* We come now to set apart this library and to dedicate it to the service of God. We devote it to the education of Christians in the knowledge of spiritual truth and in the

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<sup>1</sup>From "The Informing Spirit," by Ralph Waldo Emerson. Used by permission of Houghton Mifflin Co. in *Worship Services* for the Church Year, by P. H. Lotz, Bethany Press, c1944.

ways of Christian living. It is appropriate at this time that we solemnly pledge our loyalty and support to this portion of the work of our church.

Members of the church school, do you pledge yourselves in using this library to the pursuit of wisdom and understanding; to the cultivation of Christian personality; to the study of Holy Scripture; to the discipline of prayer; the deepening of faith; and the Christian way of life?

*Members of the church school:* We do, and pray God to grant us grace to grow in wisdom and stature and in favor with God and man.

*Leader:* Men and women of the church, do you pledge yourselves in using this library to renewed efforts in the study of the Christian religion; to the cultivation of skills which characterize faithful disciples of the great Teacher; to the habit of prayer; and to the courageous pursuit of a wider Christian fellowship?

*Men and women of the church:* We do, and pray that God will unite us in fellowship and service in order that his purpose may move toward fulfillment.

*Leader:* Members of the library committee, in guiding this library, do you pledge yourselves to maintain and enlarge its facilities; to wisely supervise the use of its funds; to encourage its use throughout the church; and to counsel and sustain the librarian and her assistants as they endeavor to guide readers in the wise use of Christian literature?

*Members of the library committee:* We do, and pray that God will grant us wisdom and a sense of stewardship as we strive faithfully to do his will.

*Leader:* Librarians, do you pledge yourselves in directing this library to counsel understandingly with its users; to work intimately with church leaders in fostering the development of Christian personality; to guide readers to a deepening appreciation of Christian literature; and to cultivate a spirit of devotion and service through the wise direction of this sacred trust.

*Librarian and assistants:* We do so pledge ourselves, and pray earnestly that the blessing of God may empower us to discover, to teach, and to live the truth as witnessed in Jesus Christ.



*Minister:* I now solemnly declare this library to be dedicated to the work and worship of Almighty God and to our Lord Jesus Christ. May it be used always and only for their honor and service. To this we ask the blessing of God. Amen.

HYMN—"O Grant Us Light, That We May Know." Tune: Canon-bury.

CLOSING MEDITATION (Leader)—

These are the masters who instruct us without rods and ferules, without hard words and anger, without clothes and money. If you approach them, they are not asleep; if, investigating, you interrogate them, they conceal nothing; if you mistake them, they never grumble; if you are ignorant, they cannot laugh at you. The library of wisdom, therefore, is more precious than all riches, and nothing that can be wished for is worthy to be compared with it. Whosoever therefore acknowledges himself to be a zealous follower of truth, of happiness, of wisdom, of science, or even of faith must of necessity make himself a lover of books.

—Richard de Bury (1344)

BENEDICTION (Minister)







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